

2019 ACCRUALS



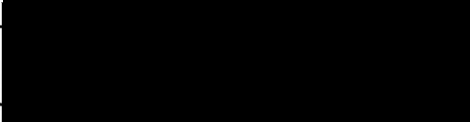
Accounting Services Division
Corporate Accounts Payable

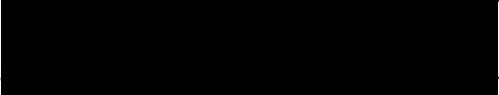
AUG 2 2 2019

Corporate Business Expense Claim

Attendance at Conference/ Seminars/ Training, and
Business Travel

<input type="checkbox"/> Conference <input type="checkbox"/> Seminar <input type="checkbox"/> Training <input checked="" type="checkbox"/> Business Travel This form should be submitted within 10 business days of return from the conference/seminar. Attach original approved "Request for Authorization Form" and all original receipts.							
Foreign Currency Exchange Rate** Exchange Rate applied to convert from local currency to CAD = _____ (if applicable)					Invoice Number** EXP/AU05-AU06/19		
Vendor Name** Mike Williams					Vendor Number** 1012778		
Division** EDC		Work Address** 100 Queen Street West 8th Floor		M5H2N2		Invoice Date** (m/d/yyyy) August 6, 2019	
Name and Location of Conference / Seminar / Training / Business Travel** FIFA 2026 World Cup - Host Candidate City and Canada Soccer Planning Meeting					Payment Amount** \$ 57.50		
Start Date** (m/d/yyyy) Monday, August 05, 2019				End Date** (m/d/yyyy) Tuesday, August 06, 2019			
Description	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	Net Amount **	HST **	Total Including Taxes **	
Registration Fees	4256				0	-	
Travel <input checked="" type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	4215			259.77	33.77		
Baggage Fees / Insurance		ED0170	1540200000	188.00	\$105.54	\$ 293.54	
Use of Personal Vehicle Kms X <input type="checkbox"/> \$0.52/km or <input type="checkbox"/> \$0.58/km						-	
Accommodation 224.91 1 days @ \$ 189 /day	4210	ED0170	1540200000	224.91 189.00	\$35.91	224.91	
Ground Transportation (to and from Airport) ON ie: taxis and car rental TORONTO							
Ground Transportation (to and from Airport) ie: taxis and car rental Montreal	4220	ED0170	1540200000	121.00		121.00	
Foreign Transactions- NO TAX							
Ground Transportation (DESTINATION-LOCAL) ie: taxis, bus, subway & car rental						-	
Foreign Transactions- NO TAX							
Per Diem (See Bus. Expense Policy) 1 days @ \$ 65 / day	4230	ED0170	1540200000	57.50		57.50	
Other (Please specify)						-	
Training	4310					-	
TOTAL EXPENSES						\$575.95 \$706.95	
Less: Advances & Prepayments:							
*Mandatory if applicable							
	GL Account **	Cost Centre/ WBS Element/ Internal Order **	Functional Area **	SAP Document Number	Net Amount **	HST **	Total Including Taxes **
Registration Fees	4256						-
Air Travel	4215	ED0170	1540200000	Permt 1200038109	259.77 188.00	33.77 \$105.54	293.54
Accommodation	4210	ED0170	1540200000	Permt 1200043459	224.91 \$189.00	\$35.91	224.91
Grds Transportation (To & Fr. Airport) ON						-	-
Grds Transportation (To & Fr. Airport) Destination	4220	ED0170	1540200000	Permt	\$121.00	-	121.00
Grds Transportation (local-des. taxi, bus, train, etc.)						-	-
Other (Please specify)						-	-
TOTAL ADVANCES & PREPAYMENT AMOUNT**						\$518.45 \$649.45	
TOTAL PAYABLE TO INDIVIDUAL / CITY						\$57.50	

Employee Name: Mike Williams
Title: General Manager
Date: August 21, 2019
Telephone:
Signature:


Authorized by: Giuliana Carbone
Title: Deputy City Manager
Date: AUG 23 2019
Telephone:
Signature:


****This form may not be altered in any manner. All mandatory fields must be completed and filled in electronically. Incomplete forms will be returned to the originator for corrections prior to being processed for payment. Hand written forms will not be accepted and will be returned to the division.**

Important note: Employees seeking reimbursement and program administration staff are responsible for blacking out or severing the full credit card numbers and/or non-business phone numbers that may appear on original receipts before sending to Accounts Payable for processing.

ASF0030.02

Updated: June 2015



Accounting Services Division
Corporate Accounts Payable

Request for Authorization

Attendance at Conferences/Seminars, Training and Business Travel

This form should be completed and the necessary approvals obtained at least 10 business days in advance of undertaking any training, business travel, and/or attending any conference/seminar.

The \$3,500 limit does not apply to training. Please refer to the completion guidelines of this form and all related policies.

Conference ☐ Seminar ☐ Training ☐ Business Travel ☒

Name:	Michael Williams		
Division:	Economic Development & Culture		
Work Address:	100 Queen Street West Toronto, ON M5G 1P5		
Name of Conference/Seminar/Training:	FIFA meeting in Montreal		
Within GTA	<input type="checkbox"/>	Outside GTA & within Ontario	<input checked="" type="checkbox"/>
Outside Ontario/Canada	<input checked="" type="checkbox"/>		
Destination:	Montreal Quebec		
Start Date:	05-Aug	End Date:	06-Aug
Are breakfast, lunch and/or dinner meals provided by the Sponsor? Please specify: (Meals will be deducted from per Diem as stated in Business Exp Policy)			
Purpose: Use space provided below for full description			
Meeting in Montreal August 6 to discuss current status and issues so that the three cities can develop a strategy to move forward with FIFA26, especially federal and provincial resourcing and advanced local planning.			
Matt Dots will also be attending.			
ESTIMATED COSTS: (The estimated costs should include HST and all other applicable taxes)			
*Use Exchange rate(s)	1 unit local currency =	\$	CAD
	1 unit local currency =	\$	
	1 unit local currency =	\$	
Registration Fees: (Conference/Seminar/Training)		Foreign Currency *	Canadian\$ (incl. tax)
Accommodation: (Standard Single Room)			
Number of Days	1 X 320.23	/day incl. taxes	320.23
Travel Method			
Air	<input checked="" type="checkbox"/>	Train	<input type="checkbox"/>
Bus	<input type="checkbox"/>		
Personal Vehicle:	km X \$0	CAD/km	293.54
Ground transportation: (including car rental to/from airports) Specify estimates			
Taxi to and from airport in	Toronto & Montreal		200
Sundry Expenses: (See Business Expense Policy. Meals provided are deducted)			
Number of Days:	1 X \$0	CAD or USD	57.5
Sub-Total Estimated Costs:			871.27
Other Business Meeting expenses outside of Conference costs, please specify			
TOTAL ESTIMATED COST:			871.27
Cost Centre/WBS Element to be charged:	ED0170		
Functional Area to be charged:	1540200000		

I certify that all estimated costs relating to

Signature of Employee:

July 17/19
(date)

I have confirmed that approved funds are available for this purpose:

Approval for Proposed Expense

Division Head or			
	(print name)		(date)
Deputy City Manager:	Giuliana Carbone		JUL 18 2019
	(print name)		(date)
City Manager Mayor:			
	(print name)	(signature)	(date)
Committee & Report No. (if applicable)			(date)